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D R A F T

Office of Training

Administrative Instruction

NO.

Subject: Policy and Procedure Pertaining to the Release of Training Materials and aids for Overseas Use

1. OTR is called upon frequently for guidance and material support to certain overseas training projects.

2. Policy. To the fullest extent of its capabilities, OTR will meet these requirements of the operating staffs and divisions. Instructional materials and aids, selected, procured or created to fulfill specific requests will be subject to review from two considerations:

- a. Policy content
- b. Validity content.

3. Security. Final security consideration of the materials or aids provided by OTR responsive to these requests is not the responsibility of OTR but is the concern of Staff C/FI. Release of materials affecting the security of OTR courses of instruction or personnel is a proper security question to be considered by OTR personnel during the selection of the materials.

4. Procedure. To facilitate processing, divisions and staffs have been directed to submit all requests for training materials or aids in triplicate in the form shown in Appendix A to this instruction, through the TLO's to the Director of Training.

a. Chief, Training Aids Branch, Support Staff, will select available training materials or aids and/or suggest procurable materials or aids,

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forwarding his recommendations to the AD/TR(S) or AD/TR(G), depending upon the type of training project requesting the material.

b. The AD/TR(S) or TR(G), or designates, will review the materials, or aids suggested for validity and policy approval, include such other materials or aids deemed appropriate and return them to the Chief, TAB.

c. The Chief, TAB will devise and maintain appropriate records of the material approved and forward the selected material to the requesting division or staff through the appropriate TLO.

d. The DD/P has established internal procedures for the staffs and divisions to secure a security clearance of the material by Staff C/FT.

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